



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA I SUPPORT ACTIVITY  
UNIT 15707  
APO AP 96258-0707**

REPLY TO  
ATTENTION OF:

EANC-A1-CPAC

02 November 2001

SUBJECT: Area I CPAC Update 11 -01

1. In an effort to ensure Area I Federal employees are kept informed of various Personnel issues we will be publishing updates on major Personnel issues, staffing, compensation, overseas entitlements and benefits, recruitment procedures, travel entitlements, classification issues, PPIs, etc. Future updates will contain current information specific to a particular function.

2. **Modern Defense Civilian Personnel Data System (DCPDS)**. We are officially under Modern DCPDS. Pipeline action are now being put back into the system (action that were started but not completed). RPA (Request for Personnel Actions, formerly known as PPIs) should be ready to flow no-later-than 5 November provided there are no major problems. Everything seems to be right on track. At one point, it was assumed that the NAF Module would not be ready. That Module is also ready which means that, U.S. AF and NAF, KN AF and NAF has deployed. Managers can have all of the required supporting documents prepared so all they will have to do is generate the RPA, attach the prepared RPA Checklist and any other required documents, and forward to the CPAC for processing. By propositioning the RPAs, managers will be able to immediately generate their RPAs as soon as the Modern System is up and running. Your CPAC servicing personnel specialist is available and ready to assist you in preparing RPAs. For Uijongbu and Camp Page, your servicing specialist is Mr. Chang at 732-7399; for Tongduchon and Western Corridor, your servicing specialist is Ms. Catlett at 732-7305.

3. **System Access Nomination and Authorization Request (SANAR) Required for Access to Modern System**. SANAR Form (SFCP-PSM Form 2 (Rev 19 Dec 2000)) must be completed by all current PPI users before they can be granted access to the Modern System. The required SANAR Forms have been forwarded, by separate e-mail, to all current PPI account users. Managers should have completed the SANAR Forms and submitted them to our office to be forwarded to the CPOC (Attn: Mr. Robert Johnson) not later than 28 September 2001. Without the completed forms, no accounts will be issued. If you have not received the new SANAR Forms they can be found on the CPOC Home Page at: <http://cpoc-www.korea.army.mil>. Click on **Tools** Directory.

4. **Point of Entry (POE) Module for Army Benefits Center - Civilian (ABC-C) Accounts**. The ABC-C web based Employee Benefits Information System (EBIS) now has a new POE module in place to make it easier for employees to create their POE account. The new POE application will allow existing EBIS users to enter their Social Security Number (SSN) to access the EBIS, eliminating the need to create a separate user ID. If passwords are forgotten, users

EANC-A1-CPAC

04 November 2001

SUBJECT: Area 1 CPAC Update 11-01

can change passwords on-line without having to call ABC-C or the Help Desk. Users can also choose to be notified of successful or unsuccessful attempts of a change to a password. The e-mail notification feature is presently not available; however, users will be notified when this feature is activated. The 8-day waiting period between password changes is still in effect. If your password expires, you will receive a warning notice and you must reestablish your password. The same password cannot be used within a 6-month period. If your password is about to expire, you will receive a warning notice that passwords must be changed every 90 days. If you are a new user, you will need to create a POE account. Please follow the guidance provided on the POE; examples are provided on the POE "Create Password" screen in the POE module. Additionally, ensure the correct information (service computation date, civilian pay plan, grade, step, etc.) is entered to identify yourself as a user. Additional information can be found on the ABC-C home page under the "Announcement" section at [www.ABC.army.mil](http://www.ABC.army.mil).

**5. Emergency Leave Transfer Program.** The U.S. Office of Personnel Management has established an emergency leave transfer program for Federal employees affected by the attacks on the World Trade Center and the Pentagon. The CPAC is responsible for processing recipient/donor requests to include: determining whether, and how much donated annual leave is needed by affected employees; approving leave donors and/or leave recipients; and facilitating the distribution of donated annual leave from approved leave donors to approved leave recipients. Employees may use leave donated under the emergency leave transfer program for personal needs or to care for a family member (as defined in 5 CFR 630-902) who was affected by these attacks. The emergency leave transfer program is separate from the voluntary leave transfer program and is for the use of employees affected by the terrorist attacks specified above. Forms to become a leave donor (OPM Form 1638) or leave recipient (OPM Form 1637) are at <http://www.opm.gov/forms/html/opm.htm>. For additional information contact Al Tanner, Chief, MER Branch, CPAC at 732-7873 or by email [tanner@crc-cpac.korea.army.mil](mailto:tanner@crc-cpac.korea.army.mil).

**6. New Leave Slip.** The Office of Personnel Management (OPM) cancelled the Standard Form 71, Application for Leave on August 21, 2001. Effective immediately, the Department of the Army will use the OPM 71 form, which can be found on OPM's website at <http://www.opm.gov/forms>. Please have this form added to your local "Form flow" systems for easier accessibility and use. If your agreement or past practice requires employees to complete an SF-71 for leave, you may have to negotiate the establishment of the OPM 71 as a standard form for requesting leave.

**7. TSP-50 – Fund Allocation Forms.** Employees should make Thrift Savings Plan (TSP) Fund Allocations via the TSP website at <http://www.tsp.gov> and selecting "Account Access" or by calling the ThriftLine at 1-504-255-8777. The Thrift Investment Board has printed and supplied limited quantities of TSP-50s as the electronic versions are available and more efficient. The form may not be locally reproduced as only the printed version allows information to be scanned for data input. The TSP-50 is available at the CPAC. You are responsible for mailing the completed form to the TSP office. The address is listed on the form.

**8. Big Changes For Blue Cross.** In 2002, Blue Cross/Blue Shield, the dominant FEHB plan with two million enrollees, will experience several significant changes. The Blues are merging

their current high option into their standard option plan; the 98,000 high option enrollees will be transferred automatically to the standard option unless they choose other coverage. The Blues are also creating a new basic option -- a lower cost offering that restricts benefits almost entirely to preferred network providers. The standard option self-only premiums will increase \$6.86 per biweekly pay period to \$41.12, while standard family premiums will increase \$13.92 to \$94.83. Rates for the new basic option will be \$31.60 for self-only and \$75.74 for family coverage biweekly. Further, the Blues are dropping a point of service test program that had been in effect in 10 localities, affecting about 390,000 enrollees. Since the pilot project was a feature of the standard option, those enrollees will remain in the standard option unless they change coverage.

9. **Purposed Pay Raise for Civilians.** Lawmakers agree on 4.6 percent federal pay raise. House and Senate negotiators on Thursday agreed to a 4.6 percent average raise that military personnel will receive. The 4.6 percent raise will now go to the House and Senate floors for a final vote of approval as part of the 2002 Treasury-Postal appropriations bill. It will then go to President Bush for his signature. While Bush administration officials had pushed for a 3.6 percent average raise for federal workers, Bush is not expected to veto the bill. Keep in mind, 4.6 percent represents both basic salary as well as locality pay. We may find that the Presidential executive order will give civil servants a 3.6 percent hike in basic pay and a one percent increase in locality pay.

10. **Home Leave and Accumulation of Maximum of 45 Days Annual Leave.** A Recent e-mail from Department of the Army (DA) provided the following policy guidance: A locally hired contractor is not eligible for the accumulation of the 45 days of leave maximum or home leave, since the individual is not eligible for a transportation agreement with the Army, because he/she is a local hire. In this case, whether or not the individual has a transportation agreement with the contractor is irrelevant. A rotation agreement, or being registered in the Priority Placement Program (PPP), does not grant any additional leave entitlements. Eligibility for overseas allowances/benefits are determined at the time of selection and, in most cases, before the entrance on duty date is established. Applicants/selectees should not assume that they will be/are eligible for these allowances/benefits based on purportedly similarly situated employees or perceived past practices.

11. **APPRAISAL PERIOD FOR GS/WS 9 -12.** The ending date for GS/WS 9-12 appraisals is 31 Oct 01. Army Regulation 690-400, Chapter 4302 (Total Army Performance Evaluation System or TAPES, along with block by block guidance for completing the rating (click on MER), can be found on the CPAC web page at <http://www-area1.korea.army.mil/cpac/cpac.htm>. The completed ratings are due at CPAC as soon as possible after the ending date, but NLT 15 Dec 01. The Rater must obtain the Senior Rater & employee's signature before sending to the CPAC. The Senior System Support Form (DA Form 7222-1) and the Senior System Civilian Evaluation Report (DA Form 7222) are available on Form Flow. Support Forms must be in place a minimum of 120 days before a rating can be done. If not in place, it may be necessary to extend the rating period. Such extensions should be processed as soon as possible. For questions on specific ratings, please contact Al Tanner at 732-7873 or by email at [tannera@crc-cpac.korea.army.mil](mailto:tannera@crc-cpac.korea.army.mil).

EANC-A1-CPAC  
SUBJECT: Area 1 CPAC Update 11-01

04 November 2001

12. **REMINDER TO ALL EMPLOYEES/SUPERVISORS:** All employees with use or lose leave should have that leave scheduled NLT 2 Dec 2001 for use before the end of this leave year (12 Jan 2002) to avoid forfeiture. Annual Leave forfeited because it was in excess of the maximum

amount permitted for carry over into the next leave year may be restored under certain circumstances (e.g. exigency of the public business, employee sickness, etc.). Such forfeited leave may be considered for restoration only if the annual leave **was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (5 CFR 630.308)**. The denial of use or lose leave should be extremely rare and based only on a true emergency need. For additional information or clarification please contact Al Tanner, 732-7873; email [tanner@crc-cpac.korea.army.mil](mailto:tanner@crc-cpac.korea.army.mil).

//signed//

MAGGIE L. THOMAS  
Chief, Personnel Service Branch